

# *South Dakota Department of the Military*

## *South Dakota Department Veterans Affairs*

### *Job Postings*

Veteran's Benefits Representative - Sioux Falls, SD

November 17, 2011

Requisition Number: 101752

Agency: Department of Veterans Affairs, Veterans Benefits and Services

Salary: \$13.91 per hour N14

Closing Date: 11/29/2011

Provides assistance and services to veterans, their spouses, their family members, and county and tribal veterans service officers by counseling, interviewing, obtaining records, and researching evidence to respond to veteran's inquiries and support veteran's benefits claims and appeals; and interprets statutes, rules, regulations, policies and appellate rulings to ensure effective and expedient service in securing benefits, services, or programs. Some travel should be expected.

**THIS IS AN ANNOUNCEMENT FOR SELECTIVE CERTIFICATION. APPLICANTS MUST MEET THE FOLLOWING REQUIREMENT TO BE CONSIDERED.**

**REQUIREMENT:** SDCL 33-16-13 states, in part, that employees of the Division of Veterans Affairs shall be veterans. Therefore, applicants for this position must submit a copy of their DD214, discharge papers, with their application.

*Successful applicant(s) will be required to undergo a background investigation. An arrest/conviction record will not necessarily bar employment. Offers of employment are conditional upon successful completion of a drug screening.*

The Ideal Candidate Will Have:

Knowledge of:

- federal laws and regulations and agency policies and procedures;
- interviewing and counseling techniques;
- military service and medical treatment records;

the physical, environmental, and material hazards associated with service in the armed forces.

Ability to:

- deal tactfully with others;
- interpret laws, regulations, policies and appellate rulings;
- document and communicate information clearly and professionally in writing, orally and electronically;
- prepare for and present veterans issues and explain claims and appeals;
- conduct interviews with veterans, their spouses, and their family members;
- relate information obtained through the interview with the type of job duties under training or combat conditions to determine the relationship between hazard exposure and medical diagnoses;
- type and maintain accurate records;
- obtain and maintain effective relationships with clientele and the public.

#### ***For More Information Contact:***

South Dakota Department of Veterans Affairs

Phone: 605-773-3518

Or go to: <http://statejobs.sd.gov/JobAnnouncement.aspx?Id=2206>

